

**2003-2004 Grant Year Focus Area E/Local HAN System  
Assessment (Final)  
Madison County Health Department  
Deliverable E.2  
Information Technology and Communications Plan**

**Part 2:**

**1. 24/7 receipt, review and forwarding of Health Alert messages received from the State or Federal level.**

Madison County Public Health Department understands that email and text messaging are the primary means that will be used to distribute Health Alerts from the State and Federal levels. During working hours (8:30 AM – 5:30 PM M-F) our email account will be regularly monitored during the routine course of work. During off hours, a public health staff member will be assigned to be “on-call” for the receipt of HAN messages and will carry the Health Department’s cell phone that was issued by the State where cell phone service is provided. In the event of a statewide situation or situation affecting Madison County that is first detected at the State or Federal level, it is our understanding that the DPHHS HAN system will issue an alert from the State level HAN system to our text messaging capable cell phone. This should alert our on-call staff member, who will then alert the appropriate persons. As a back up we have also setup our email service (Microsoft Outlook) to automatically forward emails from [bhshan@state.mt.us](mailto:bhshan@state.mt.us) to our lead local public health official’s cell phone as a text message. In the event that an alert in text message form is received on our cell phone the staff member will access his email account to review the alert and determine if it requires immediate action. If the alert requires immediate action, depending on the nature of the message, it will be forwarded to the Health Officer, the Sanitarian, the Public Health Nurse, the county DES office, local providers, and the county officials.

**2. Evaluating the content of Health Alert Messages received from the State or Federal level and developing an approval process for the forwarding or development of HAN messages.**

When a HAN message is received Madison County Public Health Department understands that the following decisions must be made regarding the message.

**2a. When to forward the message:** Options include but are not limited to: (1) Message should be forwarded immediately if the situation affects the health and safety of Montana’s citizens in general &/or Madison County residents in particular; (2) Message should be forwarded, but it can be during regular business hours if the situation does not reflect an immediate risk to the health and safety of Montana’s citizens & Madison County citizens; (3) Message should not be forwarded if it does not apply to the health & safety of Montana’s citizens & Madison County citizens (e.g. a HAN update or Info Service Message provided solely to update local county or tribal health departments on an emerging situation). Our office will employ the following technologies to forward the message: Phone, fax, email, text message.

**2b. Who should receive the HAN message:** When a HAN message is received and it is determined the message should be forwarded, the lead local public health official (this role is currently held by Jill Steeley, Administrator) or Public Health Nurse (Molly Peterson) will determine the target audience who should receive the message. See Attachment A for a list of local recipients of the HAN message. Each message will need to be appropriately evaluated by a designated member of the public health staff to determine proper routing. In order to provide appropriate back-up for the forwarding of these messages, the following staff members will be trained on the technologies mentioned in 2a to send the message:

Dr. Sara Googe, PH Officer

Ralph Hamler, Sanitarian

Jill Steeley, Public Health Administrator

Molly Peterson, RN Public Health Nurse

**2c. What should the message say:** When a HAN message is received, the lead local public health official will be contacted by the on-call staff member to review the content of the message and forwarding recommendations, if any, provided by State or Federal Public Health officials. If it is determined that the message needs to be forwarded, the lead local public health official or his/her designee will determine, based on the urgency of the message, if it needs to be forwarded, and when it should be forwarded based on the outline above. Once the urgency of the message is assessed and the audience is determined, the lead local public health official or his/her designee (the Public Health Officer) will review the content of the message and determine if any information needs to be added. If it is determined that information should be added to improve/update the content of the message for the target audience in Madison County, the Health Officer will be required to review and approve the content of the added/changed information before it can be sent out using the technologies listed above.

**3. How will Madison County develop its own HAN message:** In the event of an emerging public health situation affecting Madison County where we do not receive notification from the State or Federal level, our Public Health Officer will make the primary determination regarding the necessity to create and send a HAN message. If the message is routine (e.g. a Madison County HAN Info Service Message) it may be originated by our lead local health official without first consulting with the Public Health Officer. If the message is intended to be an alert, advisory, or update regarding an emerging health threat, then the following State and Local officials may be immediately notified, as appropriate, depending on the nature of the threat:

Dr. Sarah Googe, Public Health Officer

Ralph Hamler, Madison County Sanitarian

Frank Ford, Madison Co. Dept. of Emergency Management Director

Molly Peterson, Public Health Nurse

Jill Steeley, Public Health Administrator

Jim Aspevig, HAN Coordinator – State of Montana

Todd Damrow, Epidemiologist – State of Montana

## ATTACHMENT "A"

### **Recipients of a HAN Message/Alert from State/Federal Level:**

Jill-Marie Steeley, PH Administrator

(406) 843-4295 Office Phone

(406) 579-1174 Cell Phone

(406) 843-5395 Home Phone

[madcophd@3rivers.net](mailto:madcophd@3rivers.net)

Molly Peterson, PH Nurse

(406) 843-4295 Office Phone

(406) 596-0811 Cell Phone

(406) 682-7442 Home Phone

[madcophn@3rivers.net](mailto:madcophn@3rivers.net)

Dr. Sarah Googe, PH Officer

(406) 842-5103 Office Phone

(406) 842-5147 Home Phone

[sgooge@3rivers.net](mailto:sgooge@3rivers.net)

Ralph Hamler, Sanitarian

(406) 843-4275 Office Phone

(406) 596-0190 Cell Phone

(406) 842-5788 Home Phone

[mcsani@3rivers.net](mailto:mcsani@3rivers.net)

Frank Ford, DES Director

(406) 843-4253 Office Phone

[homesec@3rivers.net](mailto:homesec@3rivers.net)

Dr. Roman Hendrickson, Ruby Valley Hospital

(406) 842-5056 Office Phone

[romanhend@hotmail.com](mailto:romanhend@hotmail.com)

Dr. Jaye Swoboda, Madison Valley Hospital

(406) 682-4223 Office Phone

[jswoboda@mvhospital-clinic.com](mailto:jswoboda@mvhospital-clinic.com)

Melinda Tichenor, Supervisor Madison Valley Hospital Lab

(406) 682-4274 Office Phone

(406) 596-1054 Cell Phone

[tichenor@mvhospital-clinic.com](mailto:tichenor@mvhospital-clinic.com)

Dixie Shallenberger, Supervisor Ruby Valley Hospital Lab

(406) 842-5454 Office Phone

[rvhlab@3rivers.net](mailto:rvhlab@3rivers.net)

**Recipients of a HAN message from Madison County**  
**All of the above in addition to:**

Jim Murphy, State of Montana Public Health Emergency Preparedness Supervisor  
(406) 444-4016 Office Phone  
[jmurphy@mt.gov](mailto:jmurphy@mt.gov)

Jim Aspevig, State of Montana HAN Section Supervisor  
(406) 459-9467 Office Phone  
[jaspevig@mt.gov](mailto:jaspevig@mt.gov)

Gerry Wheat, State of Montana HAN Coordinator  
(406) 444-6736 Office Phone  
[gwheat@mt.gov](mailto:gwheat@mt.gov)

Stephanie Nelson, Gallatin County Public Health Officer  
(406) 582-3100 Office Phone  
(406) 581-0023 Cell Phone  
[Steph.nelson@gallatin.mt.gov](mailto:Steph.nelson@gallatin.mt.gov)

Betty Kalakay, Gallatin County Emergency Preparedness Coordinator  
(406) 582-3100 Office Phone  
[Betty.kalakay@gallatin.mt.gov](mailto:Betty.kalakay@gallatin.mt.gov)

Sue Hansen, Beaverhead County Public Health Officer  
(406) 683-4771 Office Phone  
[shansen@barretthospital.org](mailto:shansen@barretthospital.org)

Sophia Aanstad, Butte Silver Bow Health Department  
(406) 497-5082 Office Phone  
[saanstad@co.silverbow.mt.us](mailto:saanstad@co.silverbow.mt.us)

Barb Tymofichuk, Granite County Health Department  
(406) 288-0330 Office Phone  
(406) 531-5442 Cell Phone  
[granitenurse@co.granite.mt.us](mailto:granitenurse@co.granite.mt.us)